

DISTRICT ASSESSMENT DIRECTOR TESTING PROCEDURE CHECKLIST

U-PASS PROGRAM

Instructions: Complete and return this checklist to USOE along with the student answer documents and the documents listed below. The District Assessment Director and Superintendent should sign this form.

Please Check Each Item When Completed

- _____ 1. Before testing, materials were checked in to ensure sufficient materials needed for proper administration were distributed to schools.
- _____ 2. All schools administered tests during the dates specified by the state and the district.
- _____ 3. After testing, each principal completed and returned to me a signed "Principal Testing Procedure Checklist."
- _____ 4. All booklets were checked for misplaced answer documents. Prior to sending answer documents to USOE, procedures were followed for each batch to ensure that answer documents were ready for scoring. (i.e., all documents in a batch are the same grade/subject, no UAAs inserted, no paper clips or rubber bands, etc.)
- _____ 5. Test booklets and directions for administration will be securely destroyed with notification sent to USOE by submitting the "Security Policies and Procedures Disclaimer".
- _____ 6. For **each** school in the district, **all** student answer documents were sent to USOE with the proper header sheet, as instructed and provided by Computer Services.
- _____ 7. Completed forms as follows were sent to USOE Assessment & Accountability:

District Assessment Director – Testing Procedure Checklist (gold form)

Certification of CRT Raw Score Acceptance (light blue form)

Security Policies and Procedures Disclaimer (light yellow form)

District: _____

Signature: _____
Assessment Director

Date

Signature: _____
District Superintendent

Date